

INVERELL AGGREGATE SUPPLIES Pty Ltd

112 RIFLE RANGE ROAD INVERELL

ABN: 23 001 604 888

PO Box 6
INVERELL NSW 2360
AUSTRALIA

Administration Office:	Telephone: (02) 67213 990	Fax: (02) 67213 991
Concrete Plant:	Telephone: (02) 67212 222	Fax: (02) 67213 991
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Pollution Incident Response Management Plan 2015 Licence 20338



Revision 1: 29 June 2015

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In the event of a pollution incident the following people **MUST** be notified immediately, if applicable:

Contact Person:	Telephone Number:
Mark Bath –Director	0427 669 200
NSW EPA	131 555
NSW Public Health Unit	02 6764 8000 or 02 9391 9000
NSW Fire and Rescue	1300 729 579
Department of Primary Industries	6738 8500
Inverell Shire Council	02 6728 8288

1. Executive Summary

The Plan has been prepared to comply with the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) that requires the preparation and implementation of a Pollution Incident Management Plan.

This PIRMP provides procedures and contact information to be used in the event of a pollution incident and is to be followed by all staff employed by Inverell Aggregate Supplies Pty Ltd.

2. Scope of the PIRMP

This Plan is focused on the Inverell Quarry situated at 112 Rifle Range Road, Inverell NSW 2360.

2.1 Induction

The purpose of this PIRMP is to assist employees and management of Inverell Aggregate Supplies to identify the risk of a pollution incident occurring, introduce measures to mitigate that risk and to give direction in making decision should an incident occur

The Plan contains guidance in determining the appropriate actions to take to prevent harm to the environment.

This Plan is to be kept in a prominent place at Inverell Aggregate Supplies. All staff members must familiarise themselves with the Plan and refer to it in the event of an incident.

2.2 First Response

Any staff member observing an incident must notify **all** relevant authorities, not just the appropriate regulatory authority (ARA) under the POEO Act.

3. Hazard Assessment (Clause 98C (1) (a), (b) and (c))

The following potential hazards have been identified as a possible source of pollution.

Hazard	Risk Factors	Outcome	Rating	Pre-emptive Action
Dust	Airborne Dust from Plant	Dust movement outside the quarry boundaries	Low	Wetting of material prior to crushing. Dust protection screens in place.
	Dust from Quarry Road	Road dust movement outside the quarry boundaries	Likely/Low	Wetting of quarry roads during the crushing period.
Water	Wet weather discharge	Discharge of water into the local creek	Low	Visual checks. Installation of overflow dams.
Fuel Spill	Diesel Fuel Spill	Spill on floor of confined area.	Likely/Low	Careful manual handling.
Oil Spill	Oil Spill	Spill on floor of confined area	Likely/Low	Careful manual handling

4. Inventory of Pollutants (Clause 98C (1) (d) & (e))

Pollutant	Solid, Liquid, Gas Or Power	Quantity	Location (See Site Plan)	Type of Containment
Diesel Fuel	Liquid	4000 ltrs approx	Workshop area	Separate Storage Area
Oil	Liquid	1000 ltrs approx	Workshop area	Separate Storage Area
Waste Oil	Liquid	400 ltrs approx	Workshop area	Separate Storage Area Removed by NLQ every 6 months

5. Safety Equipment (Clause 98C (1) (f))

Equipment	Location	Quantity	Maintenance
Large First Aid Kits	Located in Cribb room & Main Office	2	Checked monthly as per DPI
Small First Aid Kits	Located in all plant vehicles	15	Checked every 6 months.
Fire Extinguishers	Located in all offices and vehicles	15	Checked every 6 months by the suppliers
Disposable Rubber Gloves	Managers Office	12	Checked before wearing while noting stock on hand
Dust Masks	Located in Administration Office and Cribb Room	20+	Checked before wearing while noting stock on hand

The location of the above equipment is clearly signposted so that employees and contractors staff faced with an incident can confidently locate the equipment required.

5.1 First Aid Equipment

Suitable fully stocked and easily accessible first aid kits are located the Managers Office and Cribb Room as well as smaller first aid kits are in some of the vehicles owned by Inverell Aggregate Supplies.

5.2 Signs and Labels

Signs and labels provide key information of incident response equipment, features and the first aid kit are provided and maintained within the Quarry.

Lists of emergency phone numbers are clearly displayed at various locations within the quarry and are easily seen by staff and visitors.

6. Communicating with neighbours and the local community (Clause 98C (1) (i))

Communicating with neighbours and the local community is an important element in managing the response to any incident.

In a pollution incident, the telephone should be used as a means of notifying those individuals/organisations responsible for activating the Plan and managing the incident response. Mobile phones will be the accepted means of communications.

The quarry manager has an obligation to inform members of the community should an incident occur that could affect their property or safety. Communication mechanisms including phoning the neighbouring properties, issuing media release and providing information on the company's web site.

In the case of a pollution incident flowing into the environment downstream, land holders and users should be considered.

The following notification and communication action plan will be applicable to a major incident:

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Nature of Incident	Impact on Community	Notification Requirements	Responsibility	Notification Mechanisms/Tools	Key Message
Plant Dust	Minor to Moderate	EPA Owner/occupiers of neighbouring properties	Directors	Phone call to EPA Environmental line followed by a written report	Date & time of incident. Response actions taken. Type of incident. Agency responding.
Road Dust	Minor	EPA	Directors	Phone call to EPA Environmental line followed by a written report	
Water – wet weather discharge	Minor	EPA Owner/occupiers of neighbouring properties. Local Council	Directors	Phone call to EPA Environmental line and Local Council followed by a written report	
Diesel Fuel	Minor to Moderate	EPA	Director	Phone call to EPA Environmental line followed by a written report	
Oil	Minor to Moderate	EPA	Director	Phone call to EPA Environmental line followed by a written report	

7. Minimising Harm to Persons on the Premises (Clause 98C (1))

Staff are to maintain a normal risk assessment to work health and safety (WHS) when dealing with any environmental incident covered by this Plan. All site hazards are to be identified after notification to authorities and prior to commencing any other activity. The risk posed to staff health and safety for each hazard is to be assessed and mitigate as appropriate. Particular reference is to be made to the relevant MDS for any chemical involved.

7.1 General Requirements

Most minor incidents will not require the evacuation of the quarry; however, it may be necessary in the event of a major incident. Evacuation of employees, contractor's staff is of the utmost importance.

In order to achieve a safe and timely evacuation it is critical that an early warning of the situation be communicated and action implemented to remove all persons from the hazard area/s. The decision to evacuate is to be taken by the Manager and support staff.

7.2 Evacuation Assembly Areas

Given the size of the quarry and that minimal personnel are present at any one given time, as well as the limited quantities of potential pollutants retained at the quarry that would be harmful to personnel, the primary objective in the evacuation of the site would be to ensure all staff, contractor's and others vacate the premises as directed by senior staff and are directed to the assembly areas and that all gates are closed to all but the relevant services.

On arrival at the designated assembly area, all staff, visitors are to wait until:

- . All are accounted for, or
- . Prepare a list of missing personnel and location last seen.

For the purposed of this plan the following evacuation assembly points are applicable.

Primary Assembly Point: is the Managers Office

Secondary Assembly Point: is the Main Gate off Rifle Range Road, Inverell

8. Maps (Clause 98C (1) (k)) of Inverell Aggregate Supplies Pty Ltd – Quarry

	Latitude	Longitude	Easting	Northing
1	29° 47' 58.522308"	151° 7' 51.42252"	319357.081	6701958.828
2	29° 48' 0.847368"	151° 7' 55.68744"	319472.763	6701887.101
3	29° 48' 3.296196"	151° 7' 48.81756"	319289.518	6701808.717



Figure 1 – Aerial view of Quarry showing discharge points.

Point 1: Water Discharge
Point 2: Dust
Point 3: Water



Figure 2 – quarry location of potential pollutants' (Workshop)

9. Actions to be taken during or immediately after a pollution incident (Clause 98C (m)).

See Appendix "A" – Protocols

10. Staff Training (Clause 98C (1) (m))

Staff are to be familiarised with the content of this Plan during the individual staff induction process. It is also to be discussed after each annual review of the Plan. The Manager is responsible for ensuring staff are aware of the Plan and are competent in following the procedures contained in the Plan. After each incident where the Plan is invoked a report is to be prepared by the Manager, identifying any gaps in the procedures. These are to be discussed at the next staff meeting.

11. Testing Plans (Clause 98c (1) (n) (o) & (p), 98C (2) (f) & (g) 98E (1) & 98E (2))

Staff will conduct a desktop drill initially and after each annual review of the Plan under the supervision of the Manager.

The following table outlines the dates when the plan has been tested and updated, also noting which staff members who carried out the test.

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

**TESTING AND AMENDED
NOTIFICATION FORM**

Distribution: 1. Master Copy 2. Site Copy 3. Staff Member who conducted Test	Date of Test
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Date Amended	Page Number	Plan Section	Description of Change

Management Authorisation:Dated:

I acknowledge receipt of the amendments to this Plan and have incorporated it into the document for which I am responsible

Signed: Dated:

“A”

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INCIDENT RESPONSE PROTOCO

Upon notification of a pollution incident, proceed as follows:

1. Note the time and date that the incident was received by staff/public;
2. Proceed to site immediately;
3. Conduct a site inspection and risk assessment, ask the following questions;

Q1: Is the pollution able to be contained in an area?

Yes: - Proceed to cleaning up the site.

No: - Go to Q2.

Q2: Has it been discharged into the waterway or other critical area?

Yes: – Advise Manager immediately by phone. If unavailable advise incident to EPA on 131555.

No: - Proceed to cleaning up the site.

Q3: What is your estimate of the flow rate of the discharge in litres per second (how quickly the flow would fill a normal 7 litre bucket)

Record this figure.

4. Secure the site from unauthorised persons until the site has been cleaned up.
5. Report the nature of the incident to the Manager, who is responsible to advise the appropriate authorises.